

<b>Title</b>	Commencement Ceremony Participation
<b>Effective Date</b>	Spring 2018
<b>Responsibility</b>	Registrar's Office
<b>Purpose</b>	Lock Haven University offers a formal commencement ceremony one time per year (May). Lock Haven University confers degrees three times per year (December, May and August). This procedure addresses when the student may participate in the ceremony and the criteria that must be met.
<b>Definitions</b>	<p>Prospective graduate – a student who (1) completes the Application for Graduation and (2) meets the following criteria:</p> <ul style="list-style-type: none"> <li>• Have a declared academic major (Exploratory Studies is not an academic major for graduation purposes);</li> <li>• Have at least the required minimum cumulative grade point average for the declared major;</li> <li>• Show a projected completion of the required minimum credit hours (based on earned hours to date, registered hours, and intended transfer credits)</li> </ul> <p>Commencement ceremony – the formal academic program to recognize prospective graduates</p> <p>Confer degree – the official awarding of the degree upon successful completion of all academic requirements</p>
<b>Procedures</b>	<p>Participation in the ceremony is limited to students (1) who were awarded degrees the December of the year immediately prior to May and (2) prospective May and August graduates of the year of the ceremony. [For example, December 2018 graduates, May 2019 prospective graduates, and August 2019 prospective graduates participate in the May 2019 commencement ceremony.]</p> <p>The Registrar's Office will verify the conferral of degrees for December graduates after the fall semester final grades are processed. (Academic records will be coded and diplomas will be awarded.)</p> <p>The student, academic advisor, and major department chair complete the Application for Graduation for May and August graduation and submit to the Registrar's Office by the published deadline.</p> <p>The Registrar's Office reviews the academic records of applicants (for May and August graduation) to ensure the above criteria (<i>see definition of prospective graduate</i>) are met.</p> <ul style="list-style-type: none"> <li>• Students who do not meet the criteria will be notified and removed from the list of prospective graduates. Their applications will be voided and the students will be required to submit another application when requirements can be met.</li> </ul>
<b>Exemptions</b>	Exceptions to this procedure will be reviewed by the Provost's Office. The student must submit an explanation (email is acceptable) as to why participation in the designated ceremony is a hardship and the student should be permitted to participate in another year's ceremony.
<b>Related Policies/Procedures</b>	Graduation Residency Requirements (PASSHE Standard 2016.24)
<b>Publish In</b>	University Catalog, Student Handbook, Web